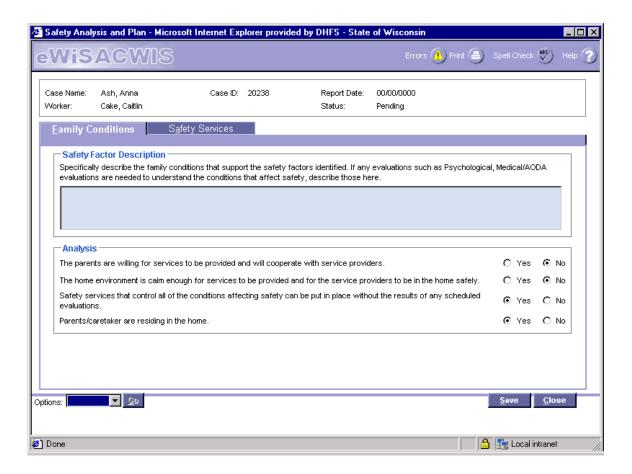
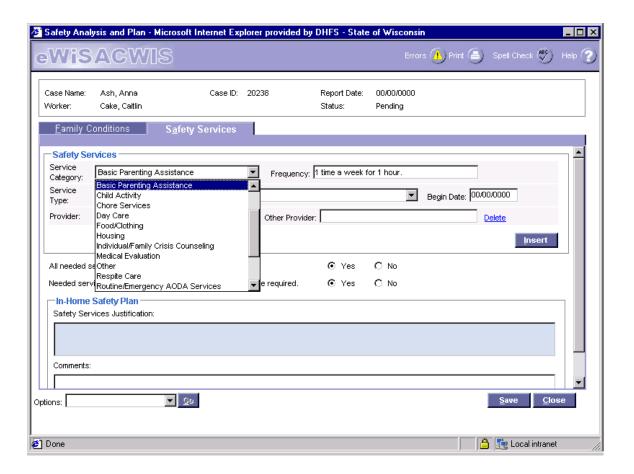
Creating a Safety Analysis and Plan

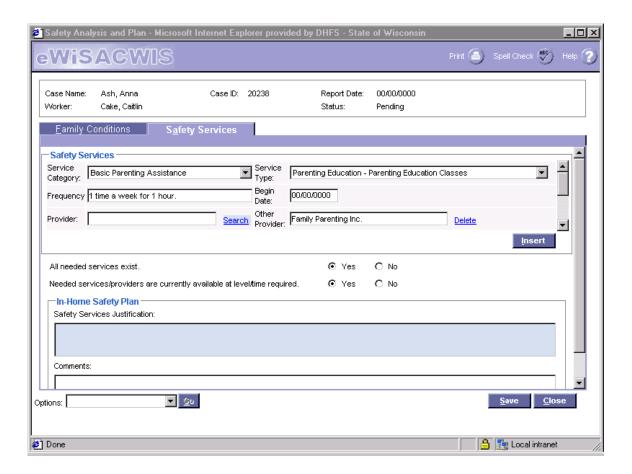
- 1. From the desktop, go up to Create>Casework. This will open the Create Casework page. On the left side select Safety Analysis and Plan from the drop down values under the Planning Category. Select the case and click Create. (A participant is not selected because the Safety Analysis and Plan relates to the family as a whole and not a specific individual).
- 2. The Safety Analysis and Plan consist of two Tabs. The first Tab is Family Conditions. The first box is titled Safety Factor Description. This is a user-entered field, which requires a narrative. The second box is titled Analysis. There are four questions, which require a yes, or no answer. If you answer no to any of the questions, a pop up message will appear. The message reads "The child is unsafe and In-home Safety Services can not work for this family. Please proceed to the Out of Home Safety Plan." Once completed, go to the Safety Services Tab.



3. The Safety Services Tab will document services that the family is receiving. The first box is the Safety Services Box. From the drop down values, a Service Category can be chosen that reflects the service being provided. On the right side is the Frequency box, which is a user-entered field.



- 4. Underneath the Service Category is the Service Type. The Service Category drives the Service Type. Select a value from the drop down list. A begin date is also required on the right side of the box.
- 5. If the Provider is known to eWiSACWIS, you can use the Search Hyperlink next to the Provider field to Search for the Provider and have it pre-fill into the field. If the Provider is not known to eWiSACWIS, the Provider can be documented in the Other Provider field which is user entered. The delete Hyperlink will delete the Provider listed on the corresponding line. The Insert button will allow multiple services to be entered for the family. If there are multiple services, look for the scroll bar on the right side of the Safety Services box.



- 6. Below the Safety Services box are two questions. If one or both are answered no, a pop up message will appear which will state, "If you answered no to either of the two questions on the Safety Services tab, in home Safety Services can not work for this family. Please proceed to the Out of Home Safety Plan."
- 7. The next box is the In-Home Safety Plan. A narrative is required for the Safety Services Justification. Below that is an optional comment box.
- 8. The Options field will have the printable version of the Safety Analysis and Plan.
- 9. Once completed, return to the Family Conditions tab. Select Approval under the Options field and click go to send for supervisory approval.